



Transmission Corporation of Andhra Pradesh Limited

(A Government of Andhra Pradesh Undertaking & An ISO 27001-2022 Certified Company)

INTERNSHIP POLICY GUIDELINES AND PROCEDURE

Power Research & Training Institute (PRTI)

1. INTERNSHIP POLICY

1.1. This policy may be called the “APTRANSCO Internship Policy”.

1.2. This policy shall come into force on approval by the competent Authority and from the date of notification of the office order.

2. INTRODUCTION

2.1 Vision

APTRANSCO shall be recognised as a leading public undertaking utility — to plan, construct and maintain the transmission network in the State of Andhra Pradesh in line with demand growth and generation expansion in an efficient manner, so as to ensure the highest availability and lowest operational costs.

2.2 Mission

To be recognised and respected as one of the best transmission utilities and to set benchmarks in every parameter of operation for others to follow.

2.3 Purpose

This policy provides a standardised framework for the planning, administration, supervision, and evaluation of all internship engagements within APTRANSCO, providing a structured, high-quality Internship Programme that offers meaningful learning opportunities to students and young professionals, while contributing to capacity building in the power transmission sector.

2.4 Definition of Internship

An internship is a short-term, supervised learning **To acquire practical knowledge and skills relevant to their academic or career field**, work experience provided by APTRANSCO to students and recent graduates, aimed at enhancing academic learning through practical exposure in relevant functional and technical areas of the organisation.

The Internship Programme combines:

- Practical exposure to APTRANSCO's operations; and
- A structured learning experience with defined objectives and outcomes aligned with the organisation's mandate.

3. OBJECTIVES OF THE INTERNSHIP PROGRAMME

The key objectives of the APTRANSCO Internship Programme are to:

- Provide practical exposure to students in transmission-related technical and non-technical domains and facilitate structured learning through mentorship and project-based assignments.
- Bridge the gap between academic knowledge and real-time power-sector operations and challenges in the electricity transmission sector.
- Create awareness and interest among students in power transmission, grid management and emerging technologies.
- Encourage innovation, research and fresh perspectives within APTRANSCO.

4. POLICY FRAMEWORK

4.1 Scope of Application

- a. This policy shall apply to all interns engaged in APTRANSCO, whether they are engaged directly by APTRANSCO or through recognised universities, approved educational institutions or other sponsoring organisations.**
- b. This policy applies to all interns engaged in APTRANSCO across Corporate Office, Zones, Circles, Divisions and Sub-Divisions for workspace and access to non-confidential data.

This policy does not apply to:

- Apprenticeship training under statutory schemes.
- Consultancy or outsourcing arrangements.
- Contract or temporary employment.

5. POLICY STATEMENT

APTRANSCO is committed to providing interns with a safe, inclusive and professional learning environment where they can gain practical exposure relevant to their academic background and career aspirations.

Interns:

- Shall not be treated as substitutes for regular employees.
- Shall work under the supervision of designated APTRANSCO officers.
- Shall not represent APTRANSCO in any official capacity.
- Internship selection shall be conducted in a transparent and merit-based manner.

6. ELIGIBILITY CRITERIA

To be eligible for an internship at APTRANSCO, applicants must:

- **Must be a citizen of India;**
- **Must be aged between 20 and 30 years at the time of application** (relaxable at Management's discretion); and be enrolled in, or have completed, a recognised undergraduate or postgraduate programme in Engineering, Technology, Management, Finance, Law, IT or other relevant disciplines in **recognised universities or institutions.**
- Students pursuing undergraduate programs must have completed at least two years of study.
- Possess valid institutional identity and a recommendation letter from the concerned **recognised university or** educational institution.
- Preference may be given to candidates from IITs, IIMs, ISBs, NALSARs, National Law Schools and other premier institutions.
- Candidates must have obtained a minimum of 70% marks or an equivalent CGPA in the qualifying examination.

7. APPLICATION AND SELECTION PROCEDURE

7.1 Application Process

Applications can be submitted through the APTRANSCO website online portal only, which will serve as a centralised platform for end-to-end implementation and internship lifecycle management. Internships shall be available throughout the year based on APTRANSCO's requirements.

Applicants must submit a prescribed application form along with:

- CV
- **University/Institutional** recommendation letter (where applicable)
- Proof of identity and educational credentials (if required)
- Statement of purpose

7.2 Selection Process

- Applications shall be screened by the concerned Department/Division in coordination with the Chief Engineer, Power Research & Training Institute (PRTI), APTRANSCO.
- Selection may be based on academic merit, relevance of discipline, availability of supervision and organisational requirements.

c) APTRANSCO reserves the right to limit the number of interns per department to ensure effective supervision.

d) Final selection will be based on academic performance, relevance of specialization, availability of suitable work and mentorship. Applications will first undergo preliminary screening by the concerned HOD. Shortlisted applications shall be reviewed by the Constituted Committee. The committee's recommendations, including the internship category — Monetary (Paid) or Non-Monetary (Unpaid) — determined for each candidate, shall be placed before the Head of the concerned Wing (HOD) for final approval as the Competent Authority within their wing. Selected candidates will be informed via portal / email only.

8. DURATION AND CONDITIONS OF INTERNSHIP

8.1 Duration

Internship duration shall normally be not less than six weeks and not more than six months. Any extension of the internship period shall be subject to approval by APTRANSCO and **shall exceed to**

8.2 Working Hours

Working hours shall generally follow APTRANSCO office timings, subject to departmental requirements.

8.3 Number of Interns

At the discretion of APTRANSCO.

8.4 Internship Agreement

Selected interns must sign an Internship Agreement and Confidentiality Undertaking prior to commencement of internship.

9. HONORARIUM AND BENEFITS

9.1 Honorarium

Internship Categories: APTRANSCO offers internship opportunities under two categories: (i) Monetary (Paid) Internship — wherein a monthly honorarium / stipend is provided to eligible candidates upon successful completion, at the rates prescribed below, subject to availability of funds and applicable guidelines; and (ii) Non-Monetary (Unpaid) Internship — wherein no honorarium or stipend is payable. The same application procedure applies uniformly to all students irrespective of category. Eligibility for the Monetary (Paid) category shall be determined by the Constituted Committee and approved by the **Competent Authority**, who shall be the final approval authority for stipend / honorarium within their respective wing.

The honorarium shall be paid as follows:

Category	Monthly Honorarium
Candidates from IITs	₹25,000
Candidates from top 100 NIRF institutions (other than IITs)	₹20,000
Candidates from Universities & Autonomous Bodies	₹15,000
Candidates from AICTE-approved affiliated colleges	₹10,000

On successful completion of the internship, the candidate shall submit the Final Internship Report shall be routed through proper official channel and the designated **Competent Authority** be the final **approving authority** of the Internship Report and stipend processing.

The **Internship Completion Certificate** shall be issued based on:

- Regularity of the candidate during the internship period (minimum 75% attendance);
- Feedback received from the Supervising Officer / course instructor; and
- Approval of the Final Internship Report.

The approved report shall be uploaded in the portal along with a passport-size photograph of the candidate. The banking details and PAN of the candidate shall be required for stipend processing (applicable to Monetary (Paid) category interns only). The detailed procedure in this regard shall be communicated to the candidate.

Stipend Processing: The stipend / honorarium shall be processed upon approval of the Final Internship Report by the **Competent Authority (Head of the concerned wing proposed)** who is the sole authority for stipend approval. No stipend shall be released prior to such approval. Candidates under the Non-Monetary (Unpaid) category are not entitled to any stipend or honorarium under any circumstances.

9.2 Leave

Interns may be allowed limited leave during the internship period with prior approval of the supervising officer.

10. OBLIGATIONS OF THE INTERN

Interns shall:

- Adhere to APTRANSCO's rules, regulations and code of conduct.
- Maintain confidentiality of all official information accessed during the internship. Perform assigned duties diligently and responsibly.
- Report regularly to the designated supervisor and participate in review meetings.
- Submit a final internship report and presentation at the end of the programme.
- Return all APTRANSCO property and credentials upon completion of the internship.

11. CODE OF CONDUCT

Interns shall comply with all rules, instructions and administrative guidelines issued by APTRANSCO from time to time.

12. TERMINATION OF INTERNSHIP

APTRANSCO reserves the right to terminate the internship at any time without assigning any reason or notice in the following cases:

- Misconduct or violation of rules/norms.
- Indiscipline
- Breach of confidentiality
- Administrative or operational reasons

13. NO RIGHT TO EMPLOYMENT

The internship shall not confer any right or claim for employment in APTRANSCO. The intern shall not be considered as an employee of APTRANSCO for any purpose.

14. OBLIGATIONS OF APTRANSCO

APTRANSCO shall:

- Provide a conducive learning and working environment.
- Assign a competent officer as Internship Supervisor.
- Facilitate access to necessary information, equipment and guidance (subject to security and confidentiality norms).
- Review intern performance periodically.
- Issue a Certificate of Completion upon successful completion of the internship.

15. LEARNING OUTCOMES AND EVALUATION

Interns shall be evaluated based on:

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- Understanding of APTRANSCO's functions and role in power transmission.
- Ability to apply academic knowledge to practical scenarios.
- Quality of analysis, reporting and communication.
- Professional conduct and initiative.

The supervising officer shall submit an Internship Evaluation Report to PRTI.

16. INTELLECTUAL PROPERTY RIGHTS

- a) Any reports, studies, designs, drawings, research papers, software data, analysis or other materials prepared or developed by the intern during the course of the internship shall be the exclusive property of APTRANSCO.
- b) The intern shall not claim any intellectual property rights, ownership or commercial benefit over the work produced during the internship.
- c) Interns shall not publish or disclose any work-related material without prior written approval.
- d) Any matter not covered under this policy shall be decided by APTRANSCO Management, whose decision shall be final.

17. LIABILITY AND INDEMNITY

- a) The intern shall perform the assigned duties with due care, diligence and responsibility and shall comply with all instructions issued by APTRANSCO officials during the course of internship.
- b) The intern shall be responsible for any loss, damage or injury caused to APTRANSCO property, equipment or personnel due to negligence, misconduct or violation of instructions.
- c) Any act or omission of intern and breach of confidentiality or misuse of information.
- d) APTRANSCO shall not be liable for any injury, death, accident, loss of personal belongings or damages suffered by the intern during the course of internship.

18. SAFETY

- a) Interns shall strictly comply with all safety regulations, operational procedures and security instructions applicable.
- b) Interns shall wear appropriate safety gear and protective equipment wherever required.
- c) APTRANSCO reserves the right to restrict access to any area or information in the interest of safety and security.

Note: Safety & security instructions:

18 (i). Cyber Security and Grid Data Protection

1. Interns shall strictly comply with all cyber security policies, information security guidelines, and IT protocols of APTRANSCO during the course of the internship.
2. Access to SCADA / EMS systems, SLDC operational platforms, grid data, communication networks, or any other critical information infrastructure shall be permitted only with the prior approval of the competent authority and under the supervision of authorized personnel.
3. Interns shall not copy, download, transmit, store, or share any operational data, system logs, grid information, passwords, or confidential electronic records belonging to APTRANSCO.
4. Use of personal storage devices, external drives, unauthorized software, or communication devices in systems connected to APTRANSCO operational networks shall be strictly prohibited unless specifically permitted.

5. Any breach of cyber security protocols or unauthorized access to grid-related information shall result in immediate termination of the internship and may invite disciplinary and legal action in accordance with applicable laws and regulations.

18(ii). Safety Clearance and Substation Access Protocol

1. Interns visiting substations, transmission installations, control rooms, or other operational facilities shall strictly adhere to all safety regulations, operational procedures, and security instructions prescribed by APTRANSCO.
2. Access to electrical installations, switchyards, control rooms, transmission lines, and other critical infrastructure shall be permitted only:
 - With prior authorization from the concerned departmental head or site in-charge, and
 - Under the direct supervision of authorized APTRANSCO personnel.
3. Interns shall wear mandatory personal protective equipment (PPE) such as helmets, safety shoes, reflective jackets, and other safety gear as required at the site.
4. Interns shall not operate or handle any electrical equipment, protection system, control system, or machinery independently unless specifically authorized and supervised.
5. APTRANSCO reserves the right to restrict or deny access to any operational area in the interest of grid security, operational safety, or system reliability.
6. Any violation of safety instructions shall be treated as serious misconduct and may result in immediate termination of the internship.

18(iii). Residual Authority and Interpretation

1. Any matter relating to the interpretation, implementation, or application of any provision of this Internship Policy shall be decided by APTRANSCO, and the decision of APTRANSCO in this regard shall be final and binding.
2. In the event of any ambiguity, inconsistency, omission, or conflict in the wording or application of this policy, the interpretation adopted by APTRANSCO shall prevail.
3. Matters not specifically covered under this policy shall be governed by the administrative instructions and decisions issued by APTRANSCO from time to time.
4. APTRANSCO reserves the right to issue clarifications, guidelines, or procedural instructions for effective implementation of this policy whenever required.

19. INTERPRETATION

Any questions relating to the interpretation of any provision of this policy shall be decided by APTRANSCO, whose decision shall be final and binding. In the event of any ambiguity, inconsistency or conflict in the wording of this policy, the interpretation adopted by APTRANSCO shall prevail.

20. GENERAL PROVISIONS

Internships may be provided to diploma students by the concerned Heads of Department within their respective jurisdictions, at their discretion, subject to administrative convenience and existing rules.

21. REVIEW OF POLICY

APTRANSCO reserves the right to review the Policy periodically to ensure its continued relevance and effectiveness.

APPLICATION FORM — STUDENT INTERNSHIP PROGRAMME

Name of the Student: _____

Course Pursued (with Specialisation / Year / Semester): _____

College and University: _____

Institution Category (IIT / IIM / ISB / NIT / University / Autonomous Body / AICTE-approved / Deemed University): _____

Duration of Internship Sought: _____

Domain / Area of Internship Sought: _____

Marks Received in Previous Terms (School / College): _____

Academic Details:

Course	Institute	University	Marks / CGPA	Year

Details of Projects Carried Out: _____

Previous Work Experience (if any): _____

Phone Number: _____

Address: _____

Email ID: _____

Date: _____

I certify that all details furnished above are true to the best of my knowledge.

(Signature of the Student)

Name of Institute Training and Placement Coordinator (from Institute to APTRANSCO):

S.No	Name	Roll No.	Year	Discipline

Designation: _____

Mobile Number: _____

Email ID: _____

Date: _____

(Signature of the Coordinator)

Enclosures: Please attach (1) a letter from the college confirming that the student is permitted to undertake the internship at APTRANSCO, (2) the student's résumé, (3) the Intern Confidentiality Agreement, and (4) the NOC from the college/institute in the format provided below.

22. FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE / INSTITUTION

(To be issued on College/Institution letterhead and signed by HOD/Principal)

Subject: No Objection Certificate for APTRANSCO Internship Programme

It is certified that Mr./Ms. _____ (College ID No. _____) is a bonafide student of _____ Semester/Year of the _____ programme of this College/Institution.

The College/Institution has no objection to his/her undertaking the Internship Programme at the Transmission Corporation of Andhra Pradesh for the period from _____ to _____. It is also certified that he/she is not registered for any course requiring attendance in class during the said period.

The conduct of the student as recorded by the College/Institution has been found to be good / satisfactory.

Place: _____ Date: _____

23. FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be issued on APTRANSCO letterhead)

Date: _____

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr./Ms. _____, a student of _____ (University/Institution), has successfully completed his/her internship with the Transmission Corporation of Andhra Pradesh from _____ to _____.

During the internship period, he/she worked under _____ in the following areas:

- (i) _____
- (ii) _____

He/She has shown a special flair for _____ and his/her performance in the preparation of the report has been rated as _____. During the internship programme, he/she was punctual and hardworking.

We wish him/her every success in his/her career and all the best for future endeavours.

(Signature)

Name: _____

Designation: _____

Seal: _____

24. FORMAT OF UNDERTAKING BY INTERN

I, _____, a student of _____, hereby undertake that:

1. I shall abide by all rules, regulations, and instructions issued by APTRANSCO during my internship.
2. I shall maintain strict confidentiality of all information, documents, data, and technical details obtained during the course of my internship.
3. I shall not disclose, publish, or share any information relating to APTRANSCO without prior written permission.
4. I shall comply with all safety and security protocols while visiting APTRANSCO offices, substations, or project sites.
5. I understand that APTRANSCO is not be liable for any injury, death, accident, loss of personal belongings or damages suffered by me during the course of internship.
6. I understand that the internship does not confer any right to employment in APTRANSCO.
7. I agree that any work, report, research, or material prepared by me during the internship shall be the exclusive property of APTRANSCO.
8. I further agree to indemnify APTRANSCO against any loss, damage, or liability caused due to my actions during the internship.

Signature of Intern

Name:

25. INTERN CONFIDENTIALITY AGREEMENT — INDEMNITY BOND FORMAT*(To be furnished on Non-Judicial Stamp Paper of not less than Rs.100/-)*

THIS DEED is made on this _____ day of _____ 2026 by
 _____ S/o
 _____ (Name of Trainee/Student with address), who
 hereby holds and is firmly bound to the **Transmission Corporation of Andhra Pradesh Limited (APTRANSCO)** and its officials or any person employed by APTRANSCO, who have agreed to provide internship training for the period from _____ (date) to _____ (date) at
 _____(place), under the guidance of _____.

The condition of the above-written bond/obligation is that I hereby undertake the following:

- To maintain strict confidentiality of all departmental (AP TRANSCO) matters and procedures.
- Information obtained or encountered during the internship training shall not be shared with any outside agency, person or entity at any point in time.
- To receive such training entirely at my own risk and responsibility, and to declare that APTRANSCO officials or any person employed by APTRANSCO shall not be liable for any damage sustained in the event of my death, injury, or loss of property during the training period, whether arising by accident or by reason of any acts of APTRANSCO or its employees.

I hereby further undertake to indemnify and keep APTRANSCO indemnified against all liability in respect thereof.

For and on behalf of APTRANSCO	Signature of Principal / HOD (For and on behalf of the Sponsoring Institute)
IN THE PRESENCE OF	IN THE PRESENCE OF
1.	1.
2.	2.

Signature of the Trainee: